

APPENDIX C

Rec'd CEIM-IV _____

Returned to Proponent _____

Rec'd in CEIM-IV _____

USACE/OCE PUBLICATIONS PROCESSING DOCUMENT <small>(For use of this Form see OM 25-1-51)</small>				EXPIRATION DATE <i>(Eng Circular Only)</i>			
PUBLICATION TITLE Enter title of the publication being produced.				PUBLICATION NUMBER ER/EP/EM/EC/ETL/OM/other XX-1-XX			
				PUBLICATION DATE 31 Jan 99			
SUPERSEDES <i>(Cite Publication(s))</i> Enter the number(s) of all publications being superseded (if applicable). Otherwise enter "NA".				NO. OF PAGES <i>(Manuscript)</i> Enter page count of publication			
ACTION OFFICER Enter name of point of contact	INIT. Self expl	DATE 1 Jan 99	TELE. EXT. 304 238-1234	PROPOSER OFFICE SYMBOL Self explanatory			
RESUME/REASONS FOR PUBLICATION Enter brief explanation of why the publication is being established/revised.							
REVIEW AND COORDINATION							
INTERNAL <i>(PROPOSER)</i>			EXTERNAL <i>(OTHER HQ/USACE/OCE ELEMENTS)</i>				
NAME/OFFICE SYMBOL	INITIAL	DATE	NAME/OFFICE SYMBOL	INITIAL	DATE		
Use this side for proposer office(s)	Prop ofc initials		Use this side for other (HQ) office(s)	Other ofc initials			
Publications Review Officer:			Requests the following actions be taken:				
PROPOSER EXECUTIVE APPROVAL <i>(This publication complies with guidance contained in OM 25-1-51.)</i>			Print publication: <input type="checkbox"/> YES <input type="checkbox"/> NO				
NAME AND TITLE <i>(Type or Print)</i> Mr/Ms John/Jane J. Government, Title (Director/Deputy/Exec Director),			Place publication on INET: <input type="checkbox"/> YES <input type="checkbox"/> NO				
SIGNATURE			CECC-C Publication required in Federal Register <i>(If yes see ER 25-1-98)</i>				
			<input type="checkbox"/> YES <input type="checkbox"/> NO				
ADMINISTRATIVE PROCESSING AND EXECUTIVE APPROVAL							
TO	USACE ELEMENT	INITIAL	DATE	TO	USACE ELEMENT	INITIAL	DATE
1.	CEIM-I			3.	CECS-X		
R E V I E W	a. Publications <i>(CEIM-IV)</i>			4.	CECS <input type="checkbox"/> APPROVAL <input type="checkbox"/> SIGNATURE		
	b. Forms <i>(CEIM-IV)</i>			5.	CEIM-IV <i>(Date Returned)</i>		
	c. Recordkeeping Requirements <i>(CEIM-IR)</i> <i>(AR 25-400-2, Chapter 2, Para 2-1)</i>			6.	CEHEC-IM-P <i>(Date Received for printing)</i>		
	d. Reports Control <i>(CEIM-IR)</i>			7.	REQUISITION NO.	EST DELIVERY DATE	
2.	CEIM-IV <i>(Publications Ctrl Officer)</i>			8.	CEIM-IV <i>(Posted to INET)</i>		

ENG FORM O-4040-R, Feb 98

EDITION OF MAR 96 IS OBSOLETE.

(Proponent: CEIM-IV)

Figure C-1. Sample ENG Form O-4040-R

OM 25-1-51
30 Jun 99

Forms required for Processing Printed Publications
(APPLICABLE ONLY TO HARD COPIES)

The following forms are required for processing printed publications:

C-1. DPS 5603/1/2/3/4, Publications Running Sheet, is available through CEHEC-IM-PP.

C-2. ENG Form O-2309, Publications Initial Distribution List (required for all NEW printed publications), is available through the USACE electronic forms library. FormFlow software is required.

C-3. DD Form 283, Defense Printing Service Requisition-Short Form, may be ordered through the USACE publications depot (CEHEC-IM-PD).

C-4. DD Form 67, Form Processing Action Request (required for each new/revised form prescribed by the document being processed for publication), is available at the following web site: <http://www.usapa.army.mil/forms/>. FormFlow software is required.